

Essentris – Clerk

Normal Procedure (CHCS/ICDB up)

1. Appoint Patient in CHCS.
The following will automatically happen:
 - a. CHCS (via ICDB) will place the following in Essentris ED Chart:
 - Name
 - FMPSSN
 - DOB
 - Gender
 - Street
 - City/State
 - Zip Code
 - Phone #
 - SSN
 - Appt. ID
2. The CIS Chart in the ED wait category will be created and the patient Banner will be populated with the following:
 - Name
 - Age
 - Gender
 - FMPSSN
 - DOB
 - Date

Note – If ICDB or CHCS is down the patient must be admitted using the CIS admit function and the chart created.

Clerk – Additional Responsibilities

1. CHCS Order Entry for:
 - a. Labs
 - b. Radiology
2. Patient Disposition
 - a. In CIS ED – Pend.
 - b. 558 – Original to PAD, copy retain in ED.
 - c. Patient Transfer – Print Chart

Notes:_____

[illegible]